

# NEWPORT SCHOOL DISTRICT

TITLE: ORGANIZATION

ADOPTED: August 20, 2001

REVISED:

	<b>005. ORGANIZATION</b>
	Section 1. <u>Organization Meeting</u>
SC 401, 421	The Board members shall meet and organize annually during the first week of December. Notice of the time and place of the organization meeting shall be given to all Board members by mail at least five (5) days before the proposed meeting by the Board Secretary. The organization meeting shall be a regular meeting.
	Section 2. <u>Order</u>
SC 426	The organization meeting shall be called to order by the past President, who shall preside over the election of a temporary President from among the hold-over Board members. The Board Secretary shall be secretary of the meeting. In an election year, the certificates of election or appointment of all new Board members shall be read, and a list shall be prepared of the legally elected or appointed and qualified Board members.
SC 402	The temporary President may administer the oath or affirmation of office to those Board members who have not previously taken and subscribed to the same.
	Section 3. <u>Officers</u>
	Election of officers shall be by a majority vote of those present and voting. Where no such majority is achieved on the first ballot, a second ballot shall be cast for the two (2) candidates who received the greatest number of votes.
SC 404	a. The school directors shall annually, during the first week of December, elect from their members a President and Vice-President who shall serve for one (1) year.

SC 404	<p>b. The school directors shall annually, during the month of May, elect a Treasurer who shall serve for one (1) year beginning the first day of July after such election. The Treasurer may be a corporation duly qualified and legally authorized to transact a fiduciary business in the Commonwealth, and may be a member of the Board.</p>
SC 436, 438 Pol. 811	<p>The Treasurer shall not enter upon his/her duties until furnishing bond in accordance with law and with Board approval. The Treasurer shall be compensated in the manner and at the rate determined by the Board.</p>
SC 404	<p>c. The school directors shall, during the month of May in every fourth year, elect a Secretary who shall serve a term of four (4) years beginning the first day of July following such election, and may be a member of the Board.</p>
SC 431, 432 Pol. 811	<p>The Secretary shall not enter upon his/her duties until furnishing bond in accordance with law and with Board approval. The Secretary shall be compensated in the manner and at the rate determined by the Board.</p>
	<p>Vacancies in any office shall be filled by Board action, and such appointed officers shall serve for the remainder of the unexpired term.</p>
SC 404, 405	<p>The same school director may not hold more than one (1) office of the Board. No commissioned officer or professional employee of the Board shall serve, temporarily or permanently, as an officer of the Board.</p>
SC 514 Pol. 006	<p>Officers of the Board may be removed from office for incompetency, intemperance, neglect of duty, violation of the school laws of the Commonwealth, or other improper conduct, provided that the officer charged shall have been given due notice of the reasons and an opportunity for a hearing. Removal shall be approved by the affirmative vote of a majority of the full number of school directors.</p>
	<p>Section 4. <u>Duties of Officers</u></p>
	<p><u>President</u></p>
SC 426, 427	<p>The Board President shall preside at Board meetings, shall perform all duties imposed by the statutes, and shall perform such other duties as may be prescribed by law or by action of the Board of Education.</p>
	<p>The President:</p>
	<p>a. Shall decide, at Board meetings, questions of order.</p>

	<ul style="list-style-type: none"> <li>b. Shall have the same right as other members to offer resolutions, to discuss questions, and to vote thereon.</li> <li>c. Shall appoint all committees of the Board unless otherwise directed by the Board, and he/she be ex-officio member of all such committees.</li> <li>d. Shall call special meetings of the Board.</li> <li>e. Shall sign official district documents that require the signature of the President's office.</li> </ul>
<p>SC 428</p>	<p><u>Vice President</u></p> <p>The Vice-President shall have the powers and duties of the President in his/her absence or during his/her disability, and such other powers and duties as the Board may from time to time determine.</p>
<p>SC 433</p>	<p><u>Secretary</u></p> <p>The duties of the Secretary of the Board shall include the following:</p> <ul style="list-style-type: none"> <li>a. Keep a full and accurate record of the proceedings of the School Board.</li> <li>b. Send out notices of meetings.</li> <li>c. Assist the Superintendent in matters pertaining to the care of the School Board's records and documents.</li> <li>d. Maintain School Board members' manuals of policies, by-laws, and administrative regulations in current status.</li> <li>e. Advise Board of policies previously adopted which affect items on the agenda requiring policy consideration.</li> <li>f. In the absence of the President and Vice-President, call the Board meeting to order and conduct the election of a chair pro tem.</li> </ul>
<p>SC 439, 440, 442</p>	<p><u>Treasurer</u></p> <p>The Treasurer, appointed by the Board, shall be the official custodian of all funds of the school district and shall be responsible for the proper safeguarding and accounting for all such funds.</p>



<p>SC 106</p> <p>SC 421</p>	<p>b. Newspaper(s) of general circulation as defined in law.</p> <p>c. Normal day, place and time for regular meetings.</p> <p>d. Normal day, place and time for open committee meetings.</p> <p>Section 7. <u>Committees</u></p> <p>When specifically charged to do so by the Board, committees of Board members shall conduct studies, make recommendations, and act in an advisory capacity, but shall not take action on behalf of the Board.</p> <p>Committees shall not include a majority of the membership of the Board.</p> <p>A member may request or refuse appointment to a committee.</p> <p>Refusal to serve on any one committee shall not be grounds for failure to appoint a member to another committee.</p> <p>Each Board committee shall be convened by a chairperson, who shall report for the committee.</p> <p>The President may appoint at the organization meeting or as soon after the organization meeting as practicable members of the Board to the following standing committees, where they shall serve a term of one (1) year:</p> <ul style="list-style-type: none"><li>a. Personnel/Finance.</li><li>b. Policy and Attendance.</li><li>c. Transportation/Property and Supply.</li><li>d. Education.</li><li>e. Extracurricular.</li></ul> <p>Ad hoc committees may be created, charged, and assigned a fixed termination date, which may be extended by the President.</p> <p>Members of committees shall serve until the committee is discharged.</p> <p>Section 8. <u>Consultants</u></p> <p>The administrative and supervisory staff of the Newport School District shall use professional consultants from the State Department of Education, colleges, universities, and other sources, when such consultative services will be helpful in the improvement of the instructional program.</p>
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